

EVERYDAY IS A
PRESENTATION!!

GET THE “PRESENTATION ADVANTAGE”

This one-day course is offered:
Thursday, March 29, 2007 &
Friday, June 15, 2007

Time:

8:00 a.m.— 5:00 p.m.

Location:

County Government Center
1055 Monterey Street
1st Floor, Rooms 161 & 162
San Luis Obispo

Facilitator:

Mike Cannon, BA
Sr. Communication Consultant
Franklin Covey

Cost:

No registration fee to County
employees.
\$260.00 for non-County
employees.

REGISTER NOW!
Limited space available.

Email: *All reservations are to
be made through the
Employee University email
address.*

Employeeuniversity@co.slo.ca.us

How well you communicate and present ideas speaks volumes about how well you think. Weak presentation skills can result in confused and distracted audiences, poor decisions, lost opportunities, and blocked career paths.

**This fast-paced workshop helps you learn how to turn
presentation anxiety into confidence!**

Design a clear and convincing
message by:

- Identifying your purpose and determine audience needs and expectations
- Assess the situation and brainstorm, organize and develop the main point
- Add a framework with an introduction, conclusion, and visuals

Deliver with poise and confidence:

- Attract and keep audience attention
- Use voice dynamics, gestures, and movements to convey energy and enthusiasm
- Communicate non-verbally
- Manage stress and use positive stress to enhance your performance
- Present the “right” appearance

CANCELLATION POLICY:

If you need to cancel your registration for an E.U. Class, please do so via email two weeks prior to the class date to avoid the \$50.00 cancellation fee.

If you can find an employee in your department to take your place, email the change in attendees and the cancellation fee will be waived.

